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# THE WISCONSIN ARCHITECT

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THE OFFICIAL PUBLICATION OF  
THE STATE ASSOCIATION OF WISCONSIN ARCHITECTS  
WISCONSIN CHAPTER OF THE AMERICAN INSTITUTE  
OF ARCHITECTS

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*Standard Requirements, Architectural  
Practice, Los Angeles Area*

*Proceedings of the Sixth Annual Convention  
(Conclusion)*



## Standard Requirements, Architectural Practice Los Angeles Area

**FOREWORD:** A successful building, whether house, store, factory, or institution, must be designed and planned not only to meet individual ideas and to serve definite needs, but, due to the exigencies of a power age and the rapid development of new construction materials, the elements of economic planning and appropriate design are no longer subject to personal requirements alone, for they have become increasingly a matter of public concern and social welfare. The factors of structural safety and health requirements have been recognized as such by legislative enactment.

The services of a skilled and experienced architect have become an economic necessity on even the smallest building project, and through the use of such services the owner of the building may coordinate his personal requirements with the demands of the society in which he lives.

Much confusion has existed in the public mind as to just what should constitute the services of an architect, and the public, as well as the architectural profession, has long felt the need for some kind of a measuring stick for the highly technical requirements of architectural practice.

An outline of the standards of service becomes of increasing importance in the light of governmental requirements under the Federal Housing Administration. This pamphlet is prepared in order to acquaint the home builder, as well as loaning agencies operating under the Federal Housing Administration program, with certain standards of practice which he should reasonably expect and require from the architect whom he employs for these services.

**THE ARCHITECT'S SERVICES:** The following services are rendered by every architect of skill and experience. They have been found to be essential and should be included specifically in the agreement between the architect and the owner.

### 1. *Purchase of Lot.*

a. If the lot upon which the building is to be erected has not yet been purchased, an examination of the property or properties under consideration will be made and the architect's opinion given. The architect's opinion or recommendation in this respect may save the owner from certain basic mistakes, such as the purchase of property containing deep fills or suspected by the architect of containing them, or of properties where the conditions of drainage, orientation, and ground area are unfavorable. If the work contemplated is to be financed by a Federal Housing loan, the architect should assist in determining whether or not the property in question will meet the property standards of the Federal Housing Administration.

b. If the property has been purchased, the architect will visit it before any sketches are started and will advise as to the best general use of the property—location of units with respect to sunlight, prevailing winds, grades, and the like.

c. The architect will consult with the owner in order to determine the owner's needs and requirements and will advise him as to the possibility of realizing these requirements under the expenditure contemplated. The architect's opinion of costs, as outlined in 2c below,

will be found to be based on complete and inclusive costs for all work required for a complete structure, including permits, fees, and fees for architectural services. In this way the architect endeavors to give the owner an honest opinion of the outside cost of the work. In many cases it has been found that an inexperienced owner is misled by a comparison of cost estimates obtained from others than qualified architects, as it is not general practice for contractors to include in their estimates anything more than the general contract costs. This cost is often given to the owner by the builder as the net cost and the builder's fee has then to be added.

### 2. *Preliminary Studies.*

a. Charge shall be made for all preliminary work which shall include visit to the site and sufficient number of studies to satisfy the client's needs. The professional architect does not render so called "free service," or present "free sketches without obligation." The definite arrangement for architectural services, as outlined under "The Architect's Fee," should be made and entered into prior to the start of preliminary sketches.

b. When sketches are finally approved by the owner, the architect should outline a sketch specification which would state in general the kind and quality of construction and finish contemplated by the architect and the owner.

c. The architect shall prepare and present to the owner a careful budget of all cost involved. While this budget can be regarded only as approximate and a representation of the best judgment of the architect as to costs, it will nevertheless indicate to the owner the many divisions which are to be made in the cost of the work, and shall include contractor's compensation and the architect's fee. The budget shall be based upon the approved preliminary sketches and the outline specifications. This budget will provide the basis whereby the architect may suggest to the owner the possible savings and explain how they affect the structural permanency of the building, or the finish and appearance of the building, or both, and will indicate to the owner what items of cost are essential to obtain the proper result and what are less vital. Sketches, together with the sketch specifications and the budget, will be revised until such time as the entire program meets the requirements and financial program of the owner.

### 3. *Preparation of Complete Working Drawings and Specifications.*

After the approval of these preliminary studies, the architect will proceed with the preparation of complete working drawings and specifications. These shall include the following as minimum requirements:

#### a. PLOT PLAN.

- (1) Legal description of property.
- (2) Street address.
- (3) Grades—present and finish.
- (4) Drainage.
- (5) Utilities.
- (6) Legal requirements—set back lines, easements, etc.

#### b. STRUCTURAL WORK.

- (1) Complete dimension on all plans, sections, and detail.

(Continued on page 5)



## PROCEEDINGS OF THE SIXTH ANNUAL CONVENTION

(Concluded from the December issue)

ESCHWEILER: Mr. Secretary, I think there is an error there. I think Mr. Herbst is one of the members elected for two years.

SECRETARY: Mr. Herbst was elected for a term of two years at a previous convention held in Madison.

VICE-PRESIDENT BUEMMING: The convention is now open for nominations for the Executive Board from the floor.

HUNT: I wish to nominate Mr. Mickelsen of Milwaukee.

Seconded by Mr. Eschweiler.

ESCHWEILER: I wish to nominate Mr. Peacock of Milwaukee.

Seconded by Mr. Auler.

SLABY: I want to nominate Mr. Gilbert Grunwald of Milwaukee.

Seconded by Mr. Kienappel.

STUBENRAUCH: I nominate Mr. Ivor Lohman.

Seconded by Mr. Reauber, Jr.

BERNERS: I wish to nominate Mr. Gerritt DeGelleke of Milwaukee.

Seconded by Mr. Eschweiler.

BERNERS: I also wish to nominate Mr. Wm. Oppenhamer of Green Bay.

Seconded by Safford.

HUNT: I make a motion that the nominations be closed.

Seconded by Mr. Potter and carried.

VICE-PRESIDENT BUEMMING: You are to vote for four members, and the four getting the highest number of votes are automatically elected.

BROWN: May we have the names again, please?

SECRETARY: Mr. Mickelsen, Mr. Peacock, Mr. Gilbert Grunwald, Mr. Ivor Lohman, Mr. Gerritt, and Mr. Oppenhamer. The members nominated for the Executive Board are five from Milwaukee and one from Green Bay.

REAUBER, JR.: Is it necessary to nominate them 1, 2, 3, and 4 or just choose four?

SECRETARY: Just choose four.

AULER: I think we are having sixteen names in all, eight new ones. I think we should change our by-laws to vote on eight instead of twelve.

SECRETARY: It can be offered as a resolution on the convention floor next year. That is going to be a recommendation.

VICE-PRESIDENT: Gentlemen, will you please listen to the results of the ballot? Mickelsen, 30; Peacock, 24; Grunwald, 16; Lohman, 13; DeGelleke, 29; Oppenhamer, 18. Thirty-two ballots received. That makes Mickelsen, Peacock, DeGelleke and Oppenhamer new members of the Executive Board for a term of two years. Anything further under New Business or for the good of the cause?

BERNERS: As a member of the third district, particularly Green Bay groups, we wish to express our appreciation to all out-of-town members who came to our city in weather as bad as this is, and gave up the football games this afternoon to help make the convention the success that it has been.

ESCHWEILER: I wish the convention would give a rising vote of thanks to all the Green Bay boys who worked so hard to make it a success.

Motion seconded and carried. A rising vote given.

HERBST: I don't know if this has been done in my absence, but ordinarily I think it is essential that the convention go on record ratifying all official acts taken by the Board of Directors during the past year.

Seconded by Wegner. Unanimously carried.

STUBENRAUCH: Where is the next convention?

VICE-PRESIDENT: Milwaukee.

SECRETARY: I just want to read a communication to you. We cannot act on it now, but we can take it under advisement for another year.

Fischer, Cashin & Reinholdt, Attys.,  
Stevens Point, Wisconsin  
October 7, 1937.

Mr. Henry Auler, President,  
Wisconsin Association of Architects,  
% Beaumont Hotel,  
Green Bay, Wisconsin.

My dear Mr. Auler:

Mr. Norman Hahn, Secretary, Stevens Point Civic Club, informed me that he has telegraphed to you an invitation on behalf

of the Club to designate Stevens Point as the place of your meeting for the year 1938.

As President of the Stevens Point Civic Club, may I supplement the telegram and personally urge the acceptance of our invitation. You may be sure that the Club will do its part in making your convention, if held in Stevens Point, one long to be remembered.

We have in Stevens Point a very fine hotel, Hotel Whiting. Across the street from it is located the home office of the Hardware Mutual Insurance Companies, a very beautiful building, and in the building is an auditorium capable of seating 300 or more people. This auditorium was constructed during the past year in a manner which makes it, in my judgment, a perfect room in which to hold meetings. The room is air-conditioned; it has a stage; the set-up is perfect for the showing of movies; the lighting is perfect — in fact, it is a perfect room. In the event you choose Stevens Point for your meeting, this room will be at your service without any expense to your Association.

Stevens Point, geographically, is in the center of Wisconsin and is ideal for meetings such as you hold. I urge you to accept the invitation made by the Club. In the event of acceptance, may we hear from you, and if you at your meetings designate the dates for your meeting in 1938, may I have the dates? I make this last request so that the Insurance Company may make proper reservation for your meeting.

Yours very truly

CHC:RM

(Signed) Charles H. Cashin

I will now read you the telegram received, which the letter supplements.

"Henry Auler, President Wis. Assn. of Architects,  
Beaumont Hotel, Green Bay, Wis.

You are cordially invited to hold your 1938 meeting at Stevens Point stop our organization will co-operate to the fullest extent to make your meeting successful and pleasant.

Stevens Point Civic Club,  
Norman W. Hahn, Secy."

AULER: I would like to state to this convention that they give Mrs. Reynolds, our stenographer, a vote of thanks in the way she has carried on the work for us, and we want to express our appreciation.

Motion seconded by Madsen, and carried.

MADSEN: When the Civic Club asked me about our 1938 convention, I said yes, we would be glad to receive the invitation, never thinking about every second year's convention being held at Milwaukee, so if we should at any time go to Stevens Point, we will get the best they have.

VICE-PRESIDENT: I believe it is in the by-laws that the convention must be held every other year in Milwaukee.

Will the newly elected Executive Board adjourn to the other room for the purpose of holding the election of officers?

SECRETARY: There being no further business to come before this convention, I move that we adjourn.

Motion seconded by Brown and carried.

Adjournment at 5:25 P.M. October 9, 1937.

ARTHUR L. SEIDENSCHWARTZ  
Secretary.

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(Continued from page 2)

- (2) Sufficient information to indicate all structural framing, walls, piers, bracing, etc.
  - (3) At least four elevations and at least one section of any building.
  - (4) Chimney and fireplace details.
  - (5) Reinforced concrete and steel details.
  - (6) Stairways.
- c. PLANS AND DETAILS.
- (1) Either complete window and door schedules or sufficient scale drawings to accurately show the size, type, and materials required for all doors and windows.
  - (2) To show operation of all doors, windows, and other movable equipment.
  - (3) Scale details, including details of all kitchen cabinets, both in elevation and section, and all special cabinet work—linen cases, cupboards, etc., sufficiently complete for the accurate estimating of the work.
- d. MECHANICAL EQUIPMENT.
- (1) To show general runs and location of plumbing lines, vent stacks, cleanouts, etc.
  - (2) Gas, electric, and water service meters, shut-offs, panel boards, motors, drains, etc.
  - (3) Heating and ventilating equipment, furnaces, ducts, radiators, vents, and motors.
  - (4) Special structural framing in order to accommodate all mechanical equipment.
- e. SPECIFICATIONS.
- (1) To definitely specify all materials in detail as to kind, quality, and workmanship.
4. *Taking of Bids and Agreement Between Owner and Contractor.*

Upon completion of the working drawings and specifications and the approval of the same by the owner, the architect will obtain from a list of responsible and competent contractors comparative bids covering the work to be done. Upon the receipt of satisfactory bid for this work, the architect shall prepare contract forms which protect the interests of both the owner and the contractor. Contract must stipulate in full the contractual relations between owner and contractor and the methods of payment. It is vital to the success of the undertaking that the contract be legal and that it can be recognized in court if the occasion arises. The protection afforded the owner by the architect's knowledge of contract and building law may prove to be worth more than the architect's charge for the entire service.

5. *Supervision and General Administration of the Construction Work.*

a. This portion of the work shall include the general accounting and records of the work, the preparation of all modifications to the contract, the issuance of certificates of payment to contractors, and the preparation of all large scale and full size detail drawings necessary as the work progresses for the full and complete exposition of the work.

*Note:* Any modifications or variations to the original contract documents constitute an item of the greatest importance and the owner should issue no instructions to the contractor on the work, but should consult

the architect in all instances where it is desirable to change or alter any items as set forth in the contract documents, including the drawings. In this way only is it possible to control so-called "extras" on the work. No changes or variations should be made from the original documents unless such changes and variations are ordered in writing on a form furnished for the purpose by the architect, signed by the architect and counter-signed by the owner. These orders for changes or modifications should include a definite statement of the cost or credit to the owner for such change. If this procedure is followed conscientiously by both the owner and the architect, the major portion of the difficulties on construction work due to verbal orders, claims for extras, etc., will be avoided.

b. Financial accounting shall be in sufficient detail to give an accurate statement of the status of all accounts at any time during the building operation, and shall be made available to both the owner and the contractor.

c. All financial arrangements between all three parties shall be in writing, including the agreement between the architect and the owner stipulating the architect's fees.

d. All change orders issued during the course and operation of the contract shall be written and shall bear both the signature of the owner and the architect. (See note under 5a above).

e. A sufficient amount of general supervision of the construction work in the form of visits to the site to determine that the contract requirements are being properly executed, to furnish such additional information and interpretation of the plans and specifications to the contractor as may be found necessary to prevent mistakes in judgment or in proper understanding of the requirements. An architect cannot be expected to obtain quality workmanship from a contractor not equipped to produce it, but the architect will recommend only those contractors whose ability and experience can produce the type and quality of work required.

6. *Preparation of Necessary Notices of Completion.*

a. This service should include the preparation of the necessary notices of completion and the presentation of same to the owner for his signature at such times as required to protect the owner under the lien laws. It should be the architect's duty to see that these notices of completion are filed within the proper time.

b. The fee (\$1.00 for each contract) charged by the County Recorder, however, is not a part of the architect's service and should be paid for directly by the owner.

7. *Importance of the Architect's Services in Relation to the Federal Housing Administration.*

Under the requirements of the Federal Housing Administration are included stipulations governing not only the general health and comfort of the occupants of the building to be erected, but regulating items which affect the permanency of the structure—its adaptability to use and its suitability to the neighborhood and surroundings, and its continued desirability and wearing qualities. All architects operating on work to be erected under the F.H.A. program must be familiar with these requirements.



**THE ARCHITECT'S FEE.** The architect's fee shall be based upon the percentage of the cost of the work, and any architect operating under the Federal Housing Administration shall render complete services as outlined above. A schedule of minimum fees has been adopted by the State Association of California Architects in which the minimum fee for residential work is set at not less than ten (10%) per cent. This ten (10%) per cent is based upon the cost of the building as evidenced by the contracts let and the authorized modifications thereto, and includes the cost of all items forming a part of the building and the cost of all connections to the building and items of attached equipment, as well as the contractor's fee. It does not include movable furniture or unattached equipment. If the architect furnishes advice or additional service in the matter of furnishings or the purchasing of movable equipment, he shall be paid for such service as determined between himself and the owner prior to his employment for this service.

1. Following is the Schedule of Minimum Fees on various types of buildings, as established by the State Association of California Architects and the Southern California Chapter of the American Institute of Architects. This schedule represents the minimum fee at which the professional architect is able to operate and perform fully the kind and character of technical service outlined herein.

(a) **SCHEDULE OF MINIMUM FEES.**

Group One—Minimum Fee 6 per cent.

Industrial Buildings.

Market Buildings.

Factories.

Buildings of like nature and complexity.

Group Two—Minimum Fee 7 per cent.

Hotels, Apartments and Multiple Dwellings.

Theaters and Auditoriums.

Commercial Buildings.

Buildings of like nature and complexity.

Group Three—Minimum Fee 8 per cent.

Schools and Educational Buildings.

Churches, Hospitals and Libraries.

Clubs.

Buildings of like nature and complexity.

Group Four—Minimum Fee 10 per cent.

Residences.

Swimming Pools and Tennis Courts.

Shop Fronts and Fixtures.

Work of like nature and complexity.

(b) **FEES HIGHER THAN MINIMUM.**

Fees higher than the minimum are in no wise prohibited and are proper in all cases where the building problem is of greater complexity than the average of its kind, and would result in an increase in the architect's costs; or where special services are required; or where the reputation and ability of the architect command a larger professional fee.

**CONCLUSION.** The employment of the full services of a qualified architect takes the building project out of the realm of over optimistic expectation, as well as from that of bitter and unforeseen disappointment. Your completed structure will be fully realized and estimated on paper before a shovel full of earth is lifted. The architect will not hold out a promise of more for your money than that money can honestly buy on a competitive market. On the other hand, if you have taken the architect into your confidence and have earnestly worked with him as your agent and technical advisor, you will upon completion of the work neither find yourself the owner of a building that is not as you expected it to be, nor will you find yourself confronted with costs which exceed the amounts of the commitments into which you have fully entered and agreed upon and for which you have a signed record.

If your desire is to build a house or other structure that will represent honest effort and full value for your building dollar—a technical operation into which every party to the effort—owner, contractor, architect, and workmen—enters with his eyes open and his commitments fully and freely entered into; an enterprise into which all parties enter with a desire to achieve a definite and commendable result, then there is but one method open for your consideration—the employment of a qualified architect.—*Prepared by SOUTHERN CALIFORNIA CHAPTER, THE AMERICAN INSTITUTE OF ARCHITECTS, and STATE ASSOCIATION OF CALIFORNIA ARCHITECTS, SOUTHERN SECTION, May, 1935.*

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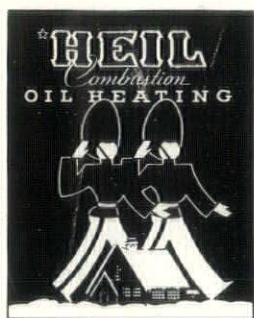
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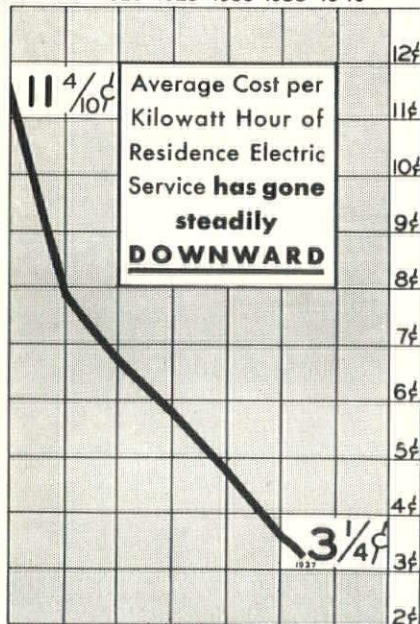


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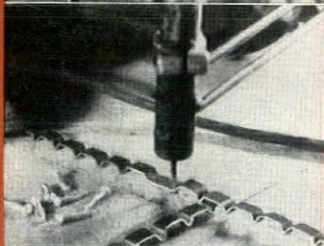


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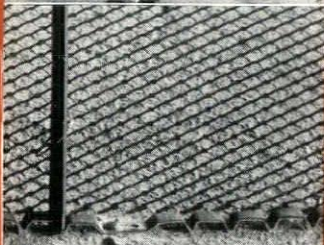
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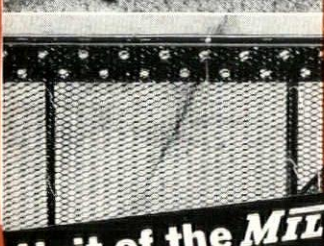
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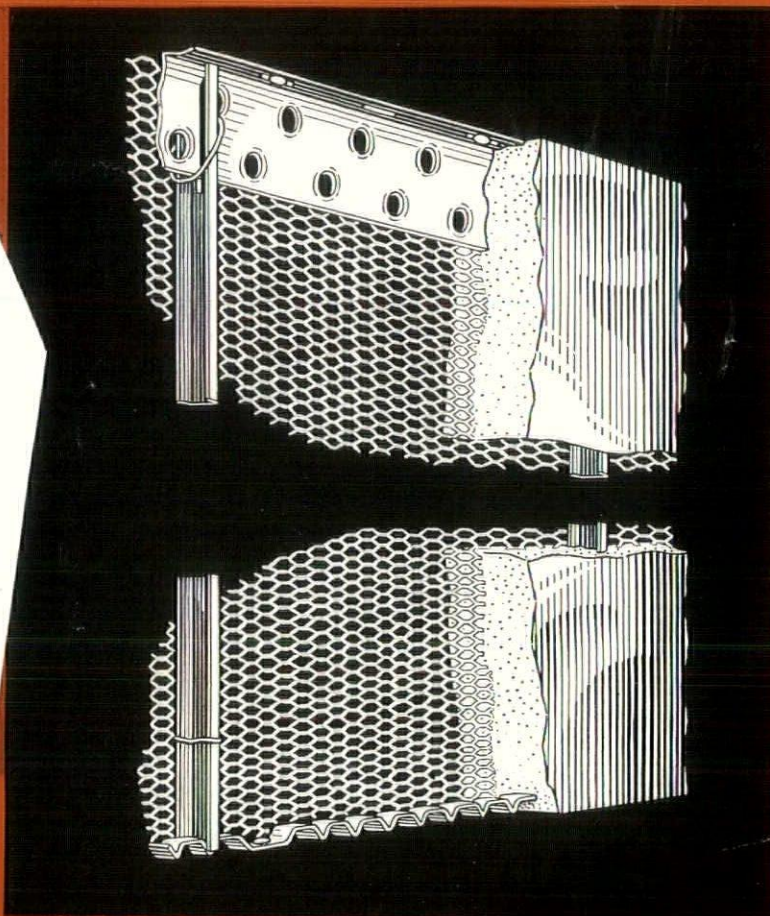
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★ **Standard Sheets of Metal Lath** — applied without any previous wiring of channels to either Ceiling or Floor Runner. Tying completely done in one operation with ordinary tie wire. Here is a real saving in time.

**Unit of the MILCOR System of fireproof construction**

Milcor here uses the word "system" in its true sense — not to signify a limited, inflexible set-up applicable only under certain conditions, but to represent so great a range of individual products, types, weights, metals, etc., that a complete, coordinated metal backbone can be designed to suit any condition of fireproof construction — all with Milcor products engineered to work together.



2" solid plaster partitions now erected with incredible speed with this exclusive Milcor system — bringing costs down sharply.

This major improvement now makes practical, from a cost standpoint, these obvious advantages of 2" solid plaster partitions: (1) A saving of floor space (4" saved per partition over usual types of construction), which may add up to an extra room per floor at no extra cost. (2) Increased strength, especially under impact. (3) Reduced dead floor load. (4) Reduced sound transmission. (5) Full two-hour fire rating has been granted.

This Milcor system is applicable to the erection of free-standing furring walls.

The performance of this new method has been carefully checked on a prominent installation, with results even beyond expectations (even the journeymen have written us letters about it!). A regular worker can erect 1500 yards of iron in an 8-hour day. There is a job it can do for you soon — better than any other method could do it, and to the greater satisfaction of yourself and your client.

Write today on your business letterhead for the Milcor Solid Partition and Furring System bulletin, just off the press — including complete detail drawings.

★ fully protected by patents pending.

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**MILCOR STEEL COMPANY**  
MILWAUKEE, WISCONSIN CANTON, OHIO  
Chicago, Ill. Kansas City, Mo. La Crosse, Wis.